

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE CHAPEL
198 COUNTY DF
JUNEAU, WI 53039**

JANUARY 6, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:
2. **ROLL CALL:**

Larry Bischoff
Jeff Duchac
Dan Hilbert
Tom Schaefer
- Absent:** Lisa Derr.
- ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jacqueline Kuhl, Brain Injury Center Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Heather Hearley, Director of Dietary Services; Ann Schulz, Director of Nursing; Angi Zilliox, Human Resource Specialist; Sarah Eske, Dodge County Human Resource Director; and Tonia Mindemann, Dodge County Assistant Human Resource Director.
3. **APPROVAL OF MINUTES OF DECEMBER 2, 2015 MEETINGS:** Motion made by Schaefer to approve the December 2, 2015 Minutes; seconded by Duchac Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	20 of 30
Clearview:	132 of 140
Clearview Behavioral Health 1/2:	19 of 20
ICF-IID (formerly FDD):	44 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	13 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Update, discuss, and consider for approval changes for RN hiring and retention ~ Ann Schulz and Angi Zilliox:** A presentation was given by Ann Schulz and Angi Zilliox on RN retention and current RN wages compared to a study completed by Leading Age Wisconsin. Recommendations are to hire RNs starting at \$25.75 and adjusting RN wages at Step 1 to Step 3 to \$25.75, and for others giving a 2.5% wage increase. Support and recommendation to the Human Resources Committee with the plan presented. Motion by Hilbert to hire RNs starting at \$25.75 and adjusting RN wages at Step 1 to Step 3 to \$25.75, and for others giving a 2.5% wage increase; seconded by Duchac. Motion carried.
- **Update, discuss, and consider for approval policy for staffing rotation changes ~ Ann Schulz and Angi Zilliox:** Ann Schulz, Director of Nursing, and Angi Zilliox, Human Resource Specialist, reported on current CNA schedules and working towards the goal of having these staff work schedules that offer every other weekend off.
- **Update: Nurse Practitioner: Ann Schulz and Angi Zilliox:** Ann Schulz and Angi Zilliox updated the Committee on the progress of a nurse practitioner position. An update was given on the status of hiring a consultant. A Nurse Practitioner should be on board by the end of January at Clearview.
- **View of a Clearview Department: Nursing ~ Ann Schulz:** Ann Schulz, Director of Nursing, gave an explanation of and described the structure, purpose, and function of the Nursing Department, as well as her roles and responsibilities at Clearview. An explanation was also given as to what the roles and functions were of other departments supervised by nursing department including Health Information Management, Central Supply, and Scheduling. Goal attainment for 2015 were discussed, as well as goals set for 2016.
- **Quality Assurance report ~ Ann Schulz, Director of Nursing:** Ann Schulz, Director of Nursing, went over our Quality Assurance Report for 2015, discussing fall rate reductions, infection rate reductions, antibiotic stewardship, quarantines of households, alarm reductions, and call light response averages.

- **Update, discuss, and consider for approval physician wage increase for 2016:** Hooper updated the Committee on the budgeted increase for the Medical Director and Physician positions at Clearview of 2.5%. Motion by Schaefer to proceed to the Human Resources Committee on January 7, 2016; seconded by Hilbert. Motion carried.
- **Update and discussion regarding follow-up from December County Board meeting:** A discussion was held in follow-up to the budget adjustment resolution at the December County Board meeting with follow-up questions and discussions that came up. No additional money is being requested for Clearview operations for the end-of-year adjustment.
- **Goals for 2016:** Goals for 2016 were reviewed and accomplishments for 2015, including the hiring of three department heads in 2015.
- **Update: Charter TV services:** A meeting with Dish Network will be held this afternoon with a review of the transition process. Corporation Counsel Zev Kianovsky will lead the transition.
- **New Vehicle:** Jim Hill provided the Committee with an update on the arrival of a new truck any day (budgeted for 2015).
- **Update: Class action siding:** Jim Hill, Director of Environmental Services, will continue updating the Committee as he monitors the siding for any damages with contracting and expanding of the siding. The claim is ready to go.
- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$1,273.74; seconded by Schaefer. Motion carried.

REPORT FROM BILL WILEY, CLEARVIEW FINANCE DIRECTOR:

Wiley notified the Committee that the Administrator had approved the final 2015 write-off of uncollectible receivable accounts. He provided the various reasons of why the write-offs occurred.

Wiley stated that he would be presenting 2015 budget adjustments to the Health Facility and Finance Committees in February. Since the Health Facility Committee is meeting after the Finance Committee in February, the budget adjustment request and the write-off information will be presented to the committees in that order before proceeding to the County Board.

Wiley then gave an update to the 2014 audit. He stated that Clearview had one item left to resolve from the audit. Wiley also stated that he has been working with Julie Kolp and

Kevin Krynski, of Johnson & Block, to develop an acceptable accounts receivable reconciliation process. A possible solution has been discovered and they will further evaluate it once the December billing cycle is closed.

10. **NEXT MEETING DATE:** ~~Wednesday~~, February 16, 2016, at 7:30 a.m., in the Chapel at Clearview, located on the first floor, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 10:28 a.m.

Dated this 16th day of February, 2016.

Respectfully submitted,



Thomas Schaefer, Secretary